

Workplace Specialist I Training Calendar 2020-2021

<p>Start of Online Training</p> <p>Monday, August 24, 2020</p> <p>Visit www.WorkplaceSpecialists.com and click on the CANVAS button. Watch the video on this web page and then click on the CANVAS ACCESS button to log-in using your username and the password that you were sent via e-mail by Dr. Lazaros. Please e-mail Dr. Lazaros with any log-in problems at ejlazaros@bsu.edu or call him at 317 588 - 8000.</p>					
Unit #	Tentative Dates	Days/Hours	Site Location	Topic	Due
Unit 1	The recommended Unit 1 start date is Monday, August 24, 2020	Asynchronous	Online	Classroom Management	The recommended Unit 1 completion date is Sunday, September 6, 2020 @ 11:00 P.M.
Unit 2	The recommended Unit 2 start date is Monday, September 7, 2020	Asynchronous	Online	Safety Procedures	The recommended Unit 2 completion date is Sunday, September 20, 2020 @ 11:00 P.M.

Indiana ACTE Conference Information

Attendance for Saturday, September 19th of the Indiana ACTE Conference is required and mandatory for all Workplace Specialist I teachers, but not for mentors. The conference is VIRTUAL this year, so you can participate from home. The New and Newer Teacher Summit is strongly encouraged but not required and will run concurrent to the Indiana ACTE Conference. Attendees will have 90 days after the Live conference to login and review any and all materials. Information for this conference can be found by visiting <http://indianaacte.org/conference/> Registration for the conference can be completed online at this website. **Contact the Executive Director of Indiana ACTE with any questions at Director@IndianaACTE.org You can also contact national ACTE with any problems you are having relating to creating an account. National ACTE can be reached at 800-826-9972.** Tell them you are having problems registering for the Indiana conference.

Directions for conference registration:

CLICK on <http://indianaacte.org/conference/> first:

Scroll down to **REGISTER ONLINE** in the Black Box to the right. Click on this box: (you will be taken to the site of ACTE). If you have an account use your information if not **CREATE A NEW ACCOUNT**. It will ask you for your **USERNAME** (use your full name) and then request you create a password that needs to be a least 6 characters long. Keep your Username (your name) & Password to be used in the future. It will also ask you if you want to save your password, so you do not have to reenter each time you enter the site. In the lower left corner of the screen click on **PROCEED**. Your screen now says **REGISTRATION**-enter your name and your email that you use along with the current information it asks you to supply. Those lines with a (*) are all that need to be filled in. The others are optional. Go to the bottom and click on **NEXT STEP**.

You are now at **Conference Registration**: You will need to make one choice:

1-If going to the **Indiana ACTE Conference** (click on the box). This will register you for the conference. Attendance at the virtual Indiana ACTE Conference is required and mandatory for all Workplace Specialist I teachers, but not for mentors.

The charge for this year's conference is \$75.

Under **DEMOGRAPHICS** you can check if you belong to an affiliate. It is doubtful that you do as a new teacher so click **SELECT ONE...** (place the pointer, cursor on the **SELECT ONE...** and there will be a drop down menu to get to the **NONE OF THE ABOVE...** tab. **Click** on it. Now go to **NEXT STEP**. It will provide you with a summary of personal information, registration cost and affiliation, if you chose one, otherwise it will say None of the Above. Go to **PROCEED TO CHECKOUT** click on it: click on **COMPLETE TRANSACTION ENTER ALL OF YOUR CREDIT CARD INFORMATION**. At the bottom it has a box saying **SUBMIT PAYMENT. CLICK IT AND YOU HAVE BEEN REGISTERED.**

Unit 3	The recommended Unit 3 start date is Monday, September 21, 2020	Asynchronous	Online	Special Education	The recommended Unit 3 completion date is Sunday, October 4, 2020 @ 11:00 P.M.
Unit 4	The recommended Unit 4 start date is Monday, October 5, 2020	Asynchronous	Online	Standards-Based Objectives	The recommended Unit 4 completion date is Sunday, October 18, 2020 @ 11:00 P.M.
Unit 5	The recommended Unit 5 start date is Monday, October 19, 2020	Asynchronous	Online	Assessment	The recommended Unit 5 completion date is Sunday, November 1, 2020 @ 11:00 P.M.
TABE	<p>TABE: Submit TABE completion evidence upload on or before Sunday, November 8, 2020 @ 11:00 p.m. Note that Workplace Specialist I teachers must earn a proficient scale score on all three TABE exams: (1) Reading -- NRS Level 4 -- Proficient Scale Score 536 or higher; (2) Mathematics -- NRS Level 4 -- Proficient Scale Score 537 or higher; and (3) Language -- NRS Level 4 -- Proficient Scale Score 547 or higher. The specific version for all three TABE exams must be Form 11–12, Level D. Workplace Specialist I teachers will complete these TABE exams locally in an approved testing center (e.g., career center and/or adult education center). Workplace Specialist I teachers are encouraged to seek remediation via their career center and/or adult education in areas of deficiency before future TABE exam attempts.</p>				
Unit 6	The recommended Unit 6 start date is Monday, November 2, 2020	Asynchronous	Online	Lesson Planning	The recommended Unit 6 completion date is Sunday, November 15, 2020 @ 11:00 P.M.
<p>Mentor Observation #1 (of 3)</p> <p>Start Monday, November 2, 2020 Due Monday, November 16, 2020</p> <p>Note: Please work with your mentor to complete this observation. The mentor observation form can be found by visiting http://www.workplacespecialists.com and clicking on the <i>mentors</i> button.</p>					
Unit 7	The recommended Unit 7 start date is Monday, November 16, 2020	Asynchronous	Online	Lesson Planning Follow-Up	The recommended Unit 7 completion date is Sunday, November 29, 2020 @ 11:00 P.M.

Mentor Observation #2 (of 3)

Start Monday, November 16, 2020

Due Monday, February 1, 2021

Note: Please work with your mentor to complete this observation. The mentor observation form can be found by visiting <http://www.workplacespecialists.com> and clicking on the *mentors* button.

Unit 8	The recommended Unit 8 start date is Monday, January 11, 2021	Asynchronous	Online	State and National Career Pathways	The recommended Unit 8 completion date is Sunday, January 24, 2021 @ 11:00 P.M.
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Mentor Observation #3 (of 3)

Start Monday, February 1, 2021

Due Monday, March 29, 2021

Note: Please work with your mentor to complete this observation. The mentor observation form can be found by visiting <http://www.workplacespecialists.com> and clicking on the *mentors* button.

Unit 9	The recommended Unit 9 start date is Monday, January 25, 2021	Asynchronous	Online	Integrating Academics	The recommended Unit 9 completion date is Sunday, February 7, 2021 @ 11:00 P.M.
Unit 10	The recommended Unit 10 start date is Monday, February 8, 2021	Asynchronous	Online	Instructional Materials and Resources	The recommended Unit 10 completion date is Sunday, February 21, 2021 @ 11:00 P.M.
Unit 11	The recommended Unit 11 start date is Monday, February 22, 2020	Asynchronous	Online	Advisory Committee	The recommended Unit 11 completion date is Sunday, March 7, 2021 @ 11:00 P.M.

TABE	<p>TABE: If needed, the recommended final TABE evidence upload date is on or before Sunday, March 14, 2021 @ 11:00 p.m. Note that Workplace Specialist I teachers must earn a proficient scale score on all three TABE exams: (1) Reading -- NRS Level 4 -- Proficient Scale Score 536 or higher; (2) Mathematics -- NRS Level 4 -- Proficient Scale Score 537 or higher; and (3) Language -- NRS Level 4 -- Proficient Scale Score 547 or higher. The specific version for all three TABE exams must be Form 11–12, Level D. Workplace Specialist I teachers will complete these TABE exams locally in an approved testing center (e.g., career center and/or adult education center). Workplace Specialist I teachers who are still deficient in one or more areas after multiple TABE exam attempts, must complete an approved university course in each area of deficiency and earn a B or higher. More information about university courses used to satisfy TABE exam requirements are found at this link: https://www.doe.in.gov/licensing/workplace-specialist</p>				
Unit 12	The recommended Unit 12 start date is Monday, March 8, 2021	Asynchronous	Online	Career and Technical Student Organizations (CTSOs)	The recommended Unit 12 completion date is Sunday, March 21, 2021 @ 11:00 P.M.
Unit 13	The recommended Unit 13 start date is Monday, March 22, 2021	Asynchronous	Online	Professional Development Plan	The recommended Unit 13 completion date is Sunday, April 4, 2021 @ 11:00 P.M.
Unit 14	The recommended Unit 14 start date is Monday, April 5, 2021	Asynchronous	Online	Reflection	The recommended Unit 14 completion date is Sunday, April 18, 2021 @ 11:00 P.M.